

Alaska Dance Promotions EVENT RENTAL AGREEMENT

Name: _____

Business: _____

Address: _____

Phone 1: _____ Email: _____

Please check as many as apply.

- | | |
|--|--|
| <input type="checkbox"/> New Class | <input type="checkbox"/> Profit (will charge a fee) |
| <input type="checkbox"/> Established Class | <input type="checkbox"/> Non-Profit (free to participants) |
| <input type="checkbox"/> Meeting | <input type="checkbox"/> Open to the Public |
| <input type="checkbox"/> Workshop | <input type="checkbox"/> Private (invited participants only) |
| <input type="checkbox"/> Event/Party/Performance | |
| <input type="checkbox"/> Rehearsal) | |
| | |
| <input type="checkbox"/> One Time | |
| <input type="checkbox"/> Short Term | |
| <input type="checkbox"/> Long Term | |

| |
|--------------------------------------|
| Title of Event: |
| Description: |
| Days/Times/Dates Desired: |
| Number of Expected Participants |
| Who will be responsible for payment? |

A refundable deposit of _____ has been collected by ADP and will be refunded within 4 business days of the event, pending an inspection of the property to determine the studio and equipment is left on time, is clean and in good condition.

Agreed negotiated rental charge is as follows:
Set up to begin at _____. Event to begin at _____. Event to close at _____.
Cleanup and departure to be completed by _____.

If guests departure and cleanup is not completed by _____ and the event host desires or needs to extend the cleanup and departure to be completed by _____, an additional charge of _____ will be required.

I understand that I am liable for any damages to the property or equipment during the term of this rental agreement. I understand that I am liable for any damages or injury that occurs to any persons as a result of this event and during the term of this rental agreement.
I have read and agree to the studio guidelines and rental rates above.

Signature

Date

Alaska Dance Promotions

Studio Space Rental

REGULAR RENTAL RATES FOR SPECIAL EVENTS

- \$135/ hr large & small studio use | \$ 75/ hr small studio use | \$ 125/ hr large studio use
- Negotiated rates may be available.

Requirements:

- **Floor:** Shoes, props or decorations may NOT damage or leave marks on the floor.
- **Decorations:** No duct tape, nails, screws, staples, on the walls or floors. Remove all decorations after.
- **Garbage/Recycling:** Trash must be taken to dumpsters in parking lot and new bags in trash containers.
- **Security Deposit:** \$300.00
- **Alcohol:** May not to be served or sold at events that are open to the public, without a permit. If the event is a private party, permission to have alcohol onsite is required. Age verification and security required.
- **FIRE:** No fire inside or outside.
- **Janitorial Services:** if further cleaning is needed you will billed at \$ 50/hr, invoiced and due within 7 days of rental or the deposit may be held or cleaning cost deducted from deposit.
- **SMOKING:** No smoking outside the doors. Guests make smoke 50 feet from doors. No drugs allowed.
- **RENTER is responsible for damages or losses incurred during rental, and behavior of guests.**

If you provide additional sound, lighting or equipment requiring electricity, it must first be approved.

No Additional Cost: Mirror ball, Disco lights, Sound System / Folding chairs, furniture & folding tables
Refrigerator & Microwave / Wall mounted flat screen tv.

END OF EVENT CLEANING CHECK LIST

General:

- Keep amplified music at a **reasonable level** out of respect for other tenants..
- No smoking inside or within 50 feet from the outside doors, partying outside, roof access, or drugs.
- Remove all personal belongings, decorations, and take all garbage to parking lot dumpster.
- Sweep and dust mop the floor. Mop the floor lightly with a damp mop if floor looks clean, but thoroughly if needed.
- Take down any decorations.
- Black folding chairs, fold and line up along wall.
- Make sure the speakers and sound system and lights are turned off.
- Windex any obvious hand prints on the windows, glass doors and mirrors. ☺

Office:

- Don't allow anyone in the office. Thank you

Lobby:

- Do not allow anyone behind the lobby counter. Thank you.
- Vacuum.

Bathrooms:

- Clean as needed. As long as everything looks neat & tidy you're good to go.

Outside: Outside areas should be free of debris/personal items. Clean up messes left, **including cigarette butts!**

Call with any questions or concerns at 907-529-2430 or 907-830-0115 or 907-529-2429